

PROFESSIONAL DEVELOPMENT GRANT APPLICATION

Send the original and five (5) copies of the Professional Development Grant application form with all of the required items to:

MONTANA ARTS COUNCIL
PO Box 202201 (Mailing Address)
Helena, MT 59620-2201

For hand-delivery: 316 North Park Avenue, Suite 252 (Street Address)
Telephone: (406) 444-6430 FAX: (406) 444-6548 Email: mac@mt.gov
09-05-2006 SF

DEADLINES:

Professional Development Grant applications must be *received* by 5:00 pm of the first business day of the month and will be reviewed during the mid-month Professional Development grant review panel meeting.

Faxed or electronically transmitted applications will not be accepted.

Applications will be reviewed until all funds for the fiscal year are expended.

Please call the Arts Council to determine if there are funds available for your project.

Professional Development Grants: These grants provide matching funds for Montanans 1) to attend seminars, conferences, and workshops to further professional development or to improve artistic quality, community service in the arts, or arts management skills and operations; and 2) to hire a consultant or artist of your choice to advise artists or nonprofit arts organizations on artistic and/or technical matters, specific programs, projects, administrative functions, or to facilitate strategic, marketing, or development planning.

Awards: Grant amounts will not exceed \$750 for individuals and \$1,000 for organizations, and will depend on the nature of the request and available funds. Professional Development grants are treated as reimbursement for expenses incurred in connection with professional development opportunities. There must also be an educational element as the primary focus of the experience or consultant.

Match: These grants require a \$1:\$1 match in cash and in-kind revenues. The committee requires applicants to include a minimum of 50% cash as well as in-kind match into their budgets as demonstration of serious intent and will consider up to 50% of the match in-kind.

(See How to Construct Your Budget.)

Restrictions and requirements: The program funds only those individual artists who are US citizens and have been Montana residents for at least one year and are seriously pursuing their art as a profession. Artists should demonstrate this through their resume or bio. In addition, individuals applying need to demonstrate how the project will benefit others beside themselves.

Individuals and organizations are eligible for only **one** Professional Development grant award per year. (Any artist or organization can *apply* for more than one grant in a fiscal year, but can only be *awarded* one grant per year.) Also, an applicant cannot apply to attend the same conference, workshop, seminar, or residency, etc., or to bring in the same consultant to address the same or similar problem or need in two consecutive years, although other applicants can apply to attend the same events if the first applicant found the experience to be beneficial.

Eligibility: The Council is able to fund only individuals, 501(c)(3) organizations, and units of government. Due to limited resources, organizations that have received \$2,000 or more from the Montana Arts Council Public Value Partnership grants are ineligible for Professional Development Grants, except for the Workshop Grants. The Arts Council considers funding non-arts organizations only for those projects that enhance the arts or folk arts in local communities. The Council also considers funding the arts components of cultural tourism projects.

Criteria: All applications will be judged on the need of the applicant for the proposed activity or consultant, the financial need for the requested grant, and how the award would benefit others. Also considered are the professional qualifications of artist, consultant, or workshop presenters, the potential of the project to further career development, improve artistic quality, to advance community service in the arts, or to expand arts management skills and business operations of the applicant.

What we don't fund: Professional Development grants may not be used to pay for performances, exhibits or any type of self-presenting, submission to or attendance at competitions, or attendance at an event only as an audience member. Grant funds may not be used for international travel. Grants may not be used to pay for advertising, marketing, mailings, banners, performance programs or for the purchase of equipment. They cannot be used to help fund a commercial, for-profit venture or to pay for projects retroactively. Teachers and students at post-secondary institutions, at any level, are not eligible to apply for Professional Development Grants. Incomplete and late applications will not be considered.

Reporting: You must file a final report, consisting of a financial report and a narrative evaluation, addressing the real benefits, results and/or effects of participating in the event or hosting a consultant upon completion of the funded project as a condition of receiving this grant.

Credit: If you receive a Montana Arts Council Professional Development Grant, the Montana Arts Council ***must be listed*** as funding agents in public announcements, news releases, publications, or information concerning the funded project. Please use logos provided with your contract or download them from our website: www.art.mt.gov.

Payment: All payments to organizations are made upon receipt of the signed contract. Payments to individuals are made as expense reimbursement: please submit receipts for payment with your final report. Normal turnaround for reimbursement checks is approximately two to three weeks.

Grant Review Meetings: All Montana Arts Council grant review meetings are open to the public. Opportunity and Professional Development Grants are reviewed by teleconference at 10 AM on the second Tuesday of each month. The public may attend these meetings at the Montana Arts Council office 316 N Park Ave, Suite 252, Helena. Please call the MAC office to confirm meeting time and inform us that you plan to attend.

Federal regulations require grantees to provide assurances they will comply with the following:

Labor Standards under Section 5(I) of the National Foundation on the Arts and the Humanities Act of 1965; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213); Regulations Relating to Debarment and Suspension (45 C.F.R. pt. 1154); Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.); Lobbying with Appropriated Moneys (18 U.S.C. Sec. 1913); and Hatch Act and the Intergovernmental Act of 1970 as amended by Title IV of the Civil Service Reform Act. Where applicable: "Buy American Act" (41 U.S.C. 10a-10c). The Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.) National Historic Preservation Act of 1966. National Environmental Policy Act of 1969. A-133 Audit Requirements. For explanations of these assurances, please contact the Montana Arts Council at 406-444-6430.

How to submit your Professional Development application

Please read the entire application.

Complete the application form and attach the following:

A narrative no longer than one (1) typewritten page, single-spaced, addressing the following:

1. Provide a concise SYNOPSIS of the activity to be funded, and include a brief statement of how you and others will benefit from this grant. Please be very specific in your description of your project and goals and also provide a clear description of follow-up, so the committee can understand how you intend to follow through on your project. Avoid being vague and non-specific.
2. **IMPACT.** It is important for both individuals and organizations to try to show a greater impact by finding ways to have more than one person participate in or benefit from the use of these funds.
For Individuals: Please address how the grant would affect other people and approximately how many. **For Organizations:** Please indicate the number of people served by the use of the grant.
3. Address the **QUALITY** of the professional development opportunity and please provide evidence that the funds will be used for an event or purpose of merit. For example, to attend an event please enclose the seminar or conference brochure or other written materials; to hire a consultant please either summarize briefly the qualifications of the proposed consultant for the specific need, or enclose their resume (maximum two pages).
4. The **VALUE** of the proposed activity to the applicant must be evident from the application.
Individuals: Please address the potential enrichment and impact on your artistic work. What does it mean for your career? How will it further your professional, business or artistic growth or development?
Organizations: Please explain how this activity will improve the professional development, artistic quality, community service, business growth, or management of the organization. Will it increase effectiveness of the board, the staff, or the management of the organization overall?

A Complete Project Budget, including income sources and expenses specific to the project. The committee encourages applicants to include cash as well as in-kind match in their budgets as demonstration of serious intent. *See instructions next page.*

Individuals:

For individuals applying, the applicant should include a bio or resume, and/or work samples to demonstrate artistic excellence (if applicable). Applicants should submit 3 photos or slides or CD, cassette or video tape to show artistic excellence (if applicable). (Note: Materials will not be returned without SASE. Please do NOT send original materials.) Educators should include a bio and/or a statement describing how this grant will impact their teaching skills.

Organizations:

Please be advised the committee may not be aware of your organization. It is helpful to provide a one-page history or a brochure about the organization. If you have not applied for a Montana Arts Council grant before, include one copy of your 501(c)(3) designation letter.

How To Construct Your Budget

Your budget must include all of the expenses and revenue involved in accomplishing your project.

Expenses: This may include items like artist fees, travel, equipment rental or art supplies.

Each expense item must be labeled clearly on a separate line. Current state rates to use as a guide:

Travel: 44.5¢ per mile

Food: \$23.00 per day

Lodging: \$64.20 per day

(Go to: <http://www.gsa.gov/Portal/gsa/ep/perdiem.do?pf=y&queryYear=2006&queryState=Montana> for current state travel rates and guidelines.)

In-kind contributions are materials, equipment, goods or services (including volunteer time) that have monetary value and are being contributed to the project without cost to the applicant. An example might be donation of free motel rooms. These items must appear in both your expense column and as in-kind income in your revenue column, as they are contributions to your project for which you have a matching expense.

Revenue means any income connected to your project. Include any cash contributions from individuals or foundations, revenue from ticket or publication sales, registration fees and in-kind contributions. Be sure to name the sources from which you are receiving these revenues in your budget. Also include your request to the Montana Arts Council.

The total revenues must equal the total expenses.

If they do not, you must correct or explain the discrepancy.

Sample Budget

Expenses:

Consultant Fees	\$500
Travel	\$325
Meeting Space Rental	<u>\$105</u>
Total Expenses	\$930

Revenue:

Board Individual Contributions	\$360
Meeting Space Rental (in-kind)	\$105
Montana Arts Council Request	<u>\$465</u>
Total Project Revenue	\$930

Professional Development Grant Application Form

Organization, individual, or unit of government applying for this grant: (Please check one)

☐ 501 c (3) and letter on file with the Arts Council
☐ Unit of government

☐ 501 c (3) and letter enclosed
☐ Individual

Individual name: _____

Organization name (if applicable): _____

Title or Type of artist: _____

Street address or PO Box: _____

City: _____ **State and Zip:** _____

Phone / Day: _____ **Phone/ Eve:** _____

FAX: _____ **Email:** _____

Federal ID# (for Organizations only): _____

Social Security Number (for Individuals only): _____

Title and nature of the event or activity for which funding is requested:

Describe what grant funds will pay for (please be very specific):

Brief description of the particular need or problem the grant will help address:

Grant Amount Request: \$ _____ **Project Start and End dates:** _____

Authorizing Signature:

Name: _____

Signature: _____ **Date** _____